



TOWN OF MANCHESTER



POSITION AVAILABLE

Planning Department Summer Internship

Part-Time; up to 15 hours/week for 8 weeks

Unpaid Internship w/ \$1000 Stipend Upon Internship Completion

CLOSING DATE: Friday, April 14, 2023

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: The Town of Manchester Planning and Economic Development Department is seeking a qualified applicant for an internship opportunity. The chosen candidate will be matched with a project based on their skills, learning goals, and interests. The internship opportunity will run for 8 weeks with a time commitment of up to 15 hours per week. Possible opportunity for partial remote schedule.

Under the direction of senior staff, the selected candidate will work on an active project and develop professional and leadership skills that will help them on their career journey. Possible projects are related to Stormwater Management, Agriculture Preservation, Community Engagement, or Development Permitting, depending on the selected candidate's area of interest.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES: Ability to understand both written and oral instructions. Ability to use basic software programs such as Microsoft Word, Excel, and PowerPoint. Time management and critical thinking skills. Some knowledge of principles and practices of urban and regional planning. Some knowledge of computer applications for data management and data analysis including GIS.

MINIMUM TRAINING AND EXPERIENCE: Current students (undergraduate, graduate, or recent graduate) - preferably with a focus on planning, urban design, engineering, communications, or a related field as their area of study. Individuals must be enrolled and taking classes at an accredited program or institution. Participation in this program requires unrestricted work authorization.

Applications and job description are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received, or post marked in the Human Resources Department by 4:30 p.m. on Friday, April 14, 2023. **No faxed or e-mailed resumes and/or applications will be accepted. No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.